REVISED

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

COMPUTER PROGRAMMER ANALYST – 11-259

*Examination Fee - $7.50

LAST FILING DATE: AUGUST 31, 2004
LAST DAY FOR **QUESTIONNAIRE** SUBMISSION: SEPTEMBER 21, 2004
DATE OF EXAMINATION: SEPTEMBER 29, 2004

Exams will be scheduled during working hours starting at 9:00 a.m.

SALARY: GRADE 19   - $39,958.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur in the Schoharie County Central Data Processing Department.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie or one of the six contiguous counties of , Albany, Delaware, Greene, Montgomery, Otsego or Schenectady county for at least 30 days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:
A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in computer science or closely related field: or
B. Graduation from a regionally accredited or NYS registered college or university with an associate's degree in computer science or a closely related field and two years of experience in computer programming: or
C. An equivalent combination of training and experience as defined within the limits of (A) and (B) above.
The education requirements must be satisfied before the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS: This position involves analyzing and evaluating operating procedures in all activities of other departments and developing the procedures, systems and programs to adapt work applications to computer serviced systems. The incumbent works closely with staff at the county, and with planning groups and is responsible for designing and planning systems and applications software. The incumbent must be competent in computer logic, systems analysis and the use of data processing equipment in solving problems. Direct supervision is received from the Director of Central Data Processing. Supervision may be exercised over the work of Computer Programmers and other data processing personnel for specific projects as assigned by the Director. The incumbent does related work as required.

SUBJECT OF EXAMINATION:
The examination will consist of two parts: a rated evaluation of training and experience to be conducted on the internet and a qualifying PC-administered test that will be given after the Training and Experience portion. You must pass the evaluation of training and experience in order to take the qualifying PC-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores.

*Rated Evaluation of Training and Experience:
You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:
Computer Programming
Business/Systems Analysis

IMPORTANT: The training and experience questionnaire will be conducted on the internet. Instructions for completing this questionnaire will be sent to all approved candidates after the last filing date for this examination.

Qualifying Tests:
Qualifying Multiple-Choice Test of Logical Reasoning and Interpreting Instructions for Computer-Related Positions:
These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

Qualifying Simulation Test on Working Effectively with Others to Solve Job-Related Problems:
This test requires candidates to assume the role of a staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the test, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.

NOTE: The Schoharie County Personnel Department reserves the right to give the qualifying PC-administered test to only as many candidates as are needed to fill current vacancies.

Qualifying test scores may be banked and applied to future examinations for titles that require the same test plan.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash**. ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and exam announcement are available on our web site @ www.schohariecounty-ny.gov.

ISSUE DATE: July 16, 2004   SEE REVERSE SIDE
REVISED ISSUE DATE: JULY 29, 2004 (revision – Date of Examination)

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.